

The Old Chemist

Available for your use: Specific instructions for equipment in separate document

- Bluetooth for connecting to speakers - Found in top of tall green cupboard to right of kitchen peninsula
- 65" TV for playing films or presentations from a laptop via HDMI, inc. remote clicker for laptop
- Hearing Loop available
- Wall lights and ceiling lights, Ceiling fans - Switches all on left hand wall to the right of the bookshelf.
- Fairy lights are already set up on the picture shelf - Switches are within each window display area.
- Heating controls next to lights switches - can be increased/ decreased by a few degrees if needed.

- 7 easy chairs and 4 soft dining-style chairs set around large rug
- 8 trestle tables (6 ft) & 2 trestle tables (4ft) - In storage area at end of corridor
- 6 round tables (90cm) - Kept in bottom of cupboard on left before kitchen
- 70 chairs - 40 on trolley in tall cupboard to right on the kitchen peninsula. 30 on trolley in storage area at end of corridor

- Kitchen equipped with:
 - Crockery, cutlery, mugs, tumblers, wine glasses and water jugs
 - Serving dishes, saucepans, baking trays, food-specific chopping boards
 - Limited sharp knives and basic utensils
 - Kettle, insulated water dispenser, coffee machine and jugs
 - Microwave, oven, fridge-freezer (with ice drawer)
 - Dishwasher (liquid is dispensed automatically) and Tea towels
- Recycling and general waste bins - Paper, card, glass, tins, and only plastic bottles to be recycled - Located in base unit drawer on left of kitchen (next to Belfast sink)

- Two separate toilets, including Disabled toilet with changing table.

- **Available if prearranged** - Pool table, Large floor cushions, second TV on stand, Flip chart stand
- **Please do not attempt to use the Pizza oven or mixer unless you've had a prearranged induction.**
- **No sticky tape or blue tac to be used for decorations. No decorations to be fixed to walls, furniture or panelling etc. Please use picture hooks or other fixings already in place on picture shelf. Step can be found in kitchen to reach higher up.**

Please be aware that there may be staff in upstairs offices or hirers using other rooms in the building and using the communal toilets. Please be respectful of others and ensure that children are supervised when using the toilets.

Opening and Closing instructions

Opening

- The front door unlocks with same key as the rear entry door (via driveway)
- Light switches are on your left to the right of bookshelf. Kitchen lights are on rear wall by kitchen fire exit.
- Corridor, toilet and rear lobby lights are on sensors and will switch on automatically
- Switch on Coffee machine 45 mins before needed
- Switch on dishwasher 40 mins before needed.
- Wifi: Th30ldChemist! (note: the 0 is a zero)

Health and Safety

Fire Alarm is situated on right wall at the front of the building. Instructions to disable if accidentally set off are attached to unit.

If using candles please use safety tealights in a holder. Please only use a limited number and not gathered in one area as may set off heat sensors.

No smoking or Vaping in the building.

Please ensure that children are supervised when using the toilets.

Closing

- **Layout** - Please layout easy chairs and coffee tables as you found them.
- **Clean** - Wash, dry and put away all kitchen equipment. Wipe kitchen surfaces with antibacterial spray and empty all food from fridge/ freezer.
- **Waste** - Remove both recycling and general waste and place in external bins (key is on left of kitchen fire exit) and replace bin bags
- **Floors** - Please sweep or Hoover and wipe up any spills.
Dustpan, broom & bin bags are in kitchen cupboard.
Hoover is kept in base of last cupboard near Kitchen Fire exit.
- **Damage** - Let us know of any damage or breakages on the day of your booking
- **Machines off** - Empty, drain and switch off coffee machine and dishwasher if used.
- **Laundry** - Used tea towels to be placed in box under Belfast sink
- **Toilets** - Ensure toilets are in a generally clean and hygienic state
- **Lights and Fans** - Turn off lights & fans. Corridor, toilet and rear lobby lights will switch on automatically
- **Windows** - Please close all windows.
- **Heating** - Turn heating back down.

Finally:

- Lock the front door & walk to side of building to post keys into the Oasis Office letter box.

Closing instructions

Please Check before leaving

- **Layout** - Please layout easy chairs and coffee tables as you found them.
- **Clean** - Wash, dry and put away all kitchen equipment. Wipe kitchen surfaces with antibacterial spray and empty all food from fridge/ freezer.
- **Waste** - Remove both recycling and general waste and place in external bins (key is on left of kitchen fire exit) and replace bin bags
- **Floors** - Please sweep or Hoover and mop or wipe up any spills.
Mop, Dustpan, broom & bin bags in kitchen cupboard.
Hoover is in base of last cupboard by Kitchen Fire exit.
- **Damage** - Let us know of any damage or breakages on the day of your booking
- **Machines off** - Empty, drain and switch off coffee machine and dishwasher if used.
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